

Hamblen County Library Board of Trustees Meeting

Minutes for May 28, 2024

The meeting was called to order in the George S. Hale Community Room by President of the Board, Roxanne Bowen at 5:36 p.m.

Attendance: Roxanne Bowen, Jennifer Breuer (Director of Holston Valley Regional Library), Christy Cowan, Phyllis Ehresman, Rob Reel, Shelly Shropshire, Darlene Smith, Terri Tilson

Secretary's Report: Christy Cowan made the motion to approve. Phyllis provided the second. Minutes were approved

Treasurer's Report, Kevin Smith, not present

Shelly provided the following:

- See P & L Notes
- ILS (Integrated Library System) costs vs. OWL (Organization of Watauga Libraries) consortium; OWL may be cheaper
 - Apollo vs. TLC
 - Most belong libraries in the region to this consortium, but WE do not, Morristown, Hancock, Cocke, Mount Carmel do not belong
 - Cost is based on how much it is used plus collection size, etc.
 - We may look into a cost comparison to join this consortium

Public Comment for Agenda Items only: NONE

Public Comment–General:

- NONE

Committee Reports:

- **Finance – Chair, Amanda Hale,** not present
 - NONE
 - Shelly had a pre-budget meeting already and there were not a lot of questions with county
 - Haven't heard much about city meeting
 - June 4 will be budget approval meeting
- **Personnel –Chair, Kevin Smith,** not present

- NONE
- **Policies - Chair, Christy Cowan**
 - Capitalization policy: new policy that is being presented
 - Christy moved to approve and Terri seconded
 - The auditor has approved it
 - The threshold amounts are included
 - 2 changes: title and auditor will provide valuation
 - Request for Time Off Form
 - Christy moved and Rob seconded. It was approved.
 - No Fine Policy Discussion:
 - Jennifer will send feedback
 - Lost or damaged material paragraph: add fee schedule
 - Add No refunds policy to Lost or Damaged Materials
 - This policy is under review and will be voted on at the June 2024 meeting
- **Long Range Planning – Chair, Rob Reel**
 - Image eval forms were sent via email
 - We have been grouped up together to do this; this needs to be done next month
 - We need consensus for each group so one person can report next month for each group
 - It's an opinion survey about what we have and what we will need
 - Long-range planning form is not due until June 2024
 - CAT-6 cabling has started
 - TUC Technologies from Johnson City is doing this
 - Issue arose in that this cable is bigger than what we have
 - Electrician will come on 5/29/24 to drill bigger holes
 - They also need a specific part that they do not have yet
 - Goal is to be done next week
- **Building and Grounds - Chair, Rob Reel**
 - See above
 - Plumbing camera is still being used to diagnose problems
- **Nominating-Public Relations - Chair, Terri Tilson**
 - City nominees, Devin and Darlene are new members
 - Devin = 3 years
 - Darlene = will be finishing a 2 year of 3 year term

- Terri will start a 3 year term within county on July, 2024
- **Purchasing - Chair, Amanda Hale**, not present
 - NONE

Unfinished Business:

- NONE

Director's Report:

- Anissa Henrichs is going to NC University, BFA, in Dance
 - Will do a program for children, 6-18, flyer included
- Spring Carnival raised \$5,561.86
- Community Room has raised \$23,598.96! Not including GFWC
 - We may be able to start updating the floor
- 2025 Tech grant will be applied for; due in June
- Discussion around issues with 3 disruptive patrons:
 - One was banned for 30 days
 - Shelly will call police on those who continue to be disruptive
 - One person threw a can at a library staff member, cops were called, staff said to not press charges
 - One lady screamed at all of the staff, and cops followed her in
 - Can the wifi be turned off at night?
 - A man who was banned until September 2024 came back during a storm and Shelly had to call police to remove him; it took them a while to come do that
 - Is there a permanent ban? No, it's open-ended right now
 - Incident reports are done
 - Police reports would be collected too
 - No security in house?
 - Johnson City has off-duty police that patrol
 - What if we had an office in which police could do their paperwork?
 - We need harm reduction, risk management; protect staff, etc.
 - How do libraries deal with this?
 - We cannot have staff harmed
 - Contact city/county about these issues to request help
 - Moving forward:
 - Talk to Julia in Johnson City
 - SRO officers from schools could come by? Through the county sheriff's department

- Roxanne will talk to Captain Michelle Jones, assistant to Chief Overholt
- We may need to have a security person on staff

New Business:

- HAPPY BIRTHDAY to Shelly!
- Rick Eldridge was asked by Christy Cowan about potential funds for the community room renovation; will follow up next month

Old Business:

- NONE

Regional Library Report—Jennifer Breuer

- Tech grant due June 17
- Regional trustee orientations are moving online
- Sept 24th is the next trustee in-person session
- Level V Summit is Nov 19th

Friends of the Library

None

Announcements: None

Adjournment: Meeting was adjourned by Roxanne Bowen at 6:48 p.m.

Minutes taken by Christy Cowan